

2007 - 2009



# AFFIRMATIVE ACTION PLAN

Real People.

Real Jobs.

Real Impact.

# INTRODUCTION

Welcome to the Washington State Department of Social and Health Services 2007 – 2009 Affirmative Action and Equal Employment Opportunity Plan (Plan). The Department of Social and Health Services has a workforce of more than 19,000 employees and is the largest state agency in Washington.

The documents contained in this Plan have been submitted to and approved by the United States Department of Justice and Washington State Department of Personnel and Governor's Affirmative Action Policy Committee to show the Agency's efforts toward compliance with state and federal laws.

An Affirmative Action Plan is conducted every two years to:

- Determine the number of workforce staff in each affirmative action group;
- Analyze DSHS' job groups within each administration to identify if affirmative action group members are under utilized within that job group; e.g. executives;
- Develop an action plan for each administration to address job groups where affirmative action group members are under represented; *and*
- Identify affirmative action or diversity related activities that each administration specifically has conducted.

## **How to Read the Affirmative Action Plan Document**

The web-based version of the Plan will allow its viewer to select and retrieve portions of the Plan by clicking on that title. The document has been divided into three sections to expedite access to the information.

**Introduction** – Read results from the 2007-2009 DSHS Affirmative Action Plan:

- U.S. Department of Justice Approval Letter;
- Washington State Department of Personnel and Governor's Affirmative Action Policy Committee Approval Letter;
- Affirmative Action & Equal Employment Opportunity Policy Statement (AA & EEO); *and*
- Executive Summary

**Affirmative Action Data** – Access the Agency's Data:

- Affirmative Action Workforce Utilization & Equal Employment Opportunity Goals Data (Agency-wide data gathered under 7 EEO reported Job Groups);
- Agency-wide Objectives and Action Steps; *and*
- Affirmative Action Data and Objectives and Action Steps by Administration and Division

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## Introduction, continued

### **Resources** – Access supporting documentation:

- DSHS Organization Chart;
- DSHS Discrimination & Harassment Prevention Policy Statement;
- DSHS diversity-related Administrative Policies;
- Plan Methodology and Construction;
- Definition of Terms; and
- Data Resource References

### **How to Read the Data**

The Affirmative Action Data represents a snapshot (from Washington State's Dept. of Personnel Human Resource Management System, January 2007) of DSHS Permanent status employees. The agency's data is listed under the Secretary's Office as *Agency Affirmative Action Workforce Utilization & Equal Employment Opportunity Goals* and is the collective total for all DSHS employees. This data represents all administrations "Rolled-Up" or a combination of totals for all job titles separated into thirty job groups, then rolled into the seven categories requested by the EEO.

Each administration has its individualized affirmative action goals with objectives and action plans listed under its title. To access individualized plans for Divisions under Financial Services and Management Services, select their titled link.

To view results from an Administration's affirmative action efforts, select:

**Targeted Hires** – Job Groups where affirmative action goals have been established

**All Hires** – All hires in additional Job Groups not targeted for affirmative action goals

**Detailed Report** - Detailed report of workforce changes with comparisons from the previous quarter.

To read more about how DSHS' Affirmative Action Plan was constructed, select the link [Plan Methodology and Construction](#).